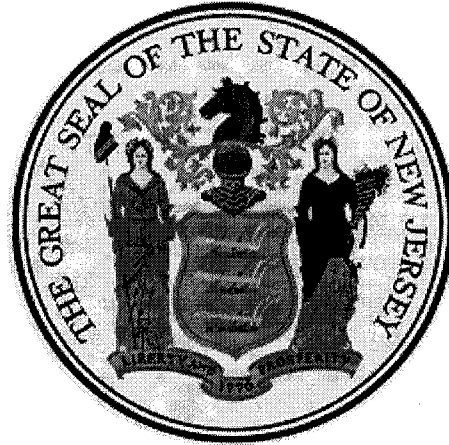


State of New Jersey



School District Records Retention Schedule

Active Records

Student Records M700106-999

Student: Attendance and Enrollment

Adult High School Attendance Roster
Class List - Current Year
Fall Report File - Student Enrollment
Honor Roll Lists
Migrant Student Enrollment and Verification Form
Pupil Enrollment File - Funding Support
Register File
Register Book - Central and Classroom
Register Card - District-wide
Register Report
Register Report Summary
Student Name/Address Listing
Tardiness Record

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1
1
1
1
1
1
2
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2
2
2
2
2
2
2
2
2
2

Student: Cumulative Files

Alternative School Student Record/Pupil File	3
Certification and Permit File	3
Disciplinary File	4
Confidential Disciplinary File	4
Demerit Form	4
Driver Education File	4
Driver Education Program Completing Card - Principal	4
Driver Education Student Roster Printout	4
Emergency Information Card - Student	4
Gifted and Talented Pupil File - Accepted and Not Accepted	5
Parental Permission for a School Trip or to Stay After School-Incident Report	5
Pupil File/Student Record - Cumulative and Permitted	6
Residency Affidavits	7

Student: Health

Daily Log - School Health Services
Health Reports File- District, Local, County, State, and Federal
(Pre School, Elementary, Middle, and High School)
Medical Waste File
Student Health File (Elementary, Middle, and High School)

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RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M7001 06 SCHEDULE NUMBER 999 PAGE NUMBER 1 of 10

DEPARTMENT	SCHOOL DISTRICT	AGENCY REPRESENTATIVE
DIVISION	ACTIVE	TITLE
BUREAU	STUDENT	(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
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RECORD SERIES NO	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Student: Attendance and Enrollment Adult High School Attendance Roster An attendance roster of students' enrollment, attendance, grades, and statement of graduation from the Adult High School and Adult School Evening classes.		3 YRS		Destroy
0002-0000	Class List - Current Year		1 YR		Destroy
0003-0000	Fall Report File - Student Enrollment (Copy) Contains the Consolidated Enrollment Report: Current School Enrollment Data and the Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions forms. Original maintained by the Department of Education and a copy is sent to the office of the County Superintendent of schools.		5 YRS		Destroy
0004-0000	Honor Roll Lists		1 YR		Destroy
0005-0000	Migrant Student Enrollment and Verification Form		7 YRS		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700106	999	2 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0006-0000	Pupil Enrollment File - Funding Support Contained within this file are various statistics and reports for pupil enrollment. This information is used to update yearly state funding reports and for other enrollment reports.	7 yrs			Destroy
0007-0000	Register File				
0007-0001	Register Book - Central and Classroom Attendance and enrollment information is transferred into the cumulative student record.	7 yrs			Destroy
0007-0002	Register Card - District-Wide (Copy) Original is sent to the Department of Education.	7 yrs			Destroy
0007-0003	Register Report Lists pupil attendance, transfers or withdrawals for every school in the district	7 yrs			Destroy
0007-0004	Register Report Summary (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	7 yrs			Destroy
0008-0000	Student Name/Address Listing Names and addresses of all students currently or previously enrolled in the school system.	As updated			Destroy
0009-0000	Tardiness Record Information is transferred to cumulative student record.	1 yr			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER

M700106

SCHEDULE NUMBER

999

PAGE NUMBER

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0010-0000

Student: Cumulative Files

Alternative School Student Record/Pupil File
For students assigned part-time to
another school. Contains:
Achievement Test Scores, Application to
Alternative School, counselor's notes and
reports, disciplinary record, High School
Scholastic Record Card, permission slip to visit
Alternative School, Special Educational
Program reports, and teacher evaluations.

Permanent

Permanent

0011-0000

Certification and Permit File

File containing student certificates
and employment permits:
Age Certificate, School Record,
Promise of Employment, Fitness of Minor-
Physician's Certificate,
Vacation Employment Certificate,
Regular Employment Certificate,
Age Certificate for Agriculture, Application
for Special Newscarrrier or Special Street Trades
Permit, Application for Special Agricultural
Permit, Application for Special Theatrical
Permit, Special Theatrical Permit,
Application for Special Newspaper Carrier Permit,
Special Newspaper Carrier Permit,
additional student employment "working
papers", and supporting documentation.

2 yrs after
graduation or
termination from
school system or
age 23, whichever
is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700106	999	4 OF 10

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0012-0000	Disciplinary File			Destroy
0012-0001	Confidential Disciplinary File Contains: names, correspondence, dates, grade level, suspension form, and cause for disciplinary action.	2 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy
0012-0002	Demerit Form	1 yr		Destroy
0013-0000	Driver Education File			Destroy
0013-0001	Driver Education Program Completing Card/ Principal Retained in Principal's office.	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0013-0002	Driver Education Student Roster Printout List of students who have completed the driver education behind-the-wheel course. Contains: names, birth dates, teachers, dates completed training.	1 yr		Destroy
0014-0000	Emergency Information Card - Student	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

AGENCY NUMBER

M700106

SCHEDULE NUMBER

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0015-0000

Gifted and Talented Pupil File - Accepted and Not Accepted

File of students enrolled in the Gifted and Talented program.

Contains: screening and nomination form, "Slosson Intelligence Test" score, "Structure of the Intellect" Creativity Test score, parent and student questionnaire, staff rating scale, Permission to Instruct Student, final testing score, Standard Achievement Test score, student scholastic averages and copies of progress reports.

Permanent

Permanent

0016-0000

Parental Permission for a School Trip or to Stay After School

3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 23, whichever is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700106	999	6 OF 10

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY RECORDS CENTER

DISPOSITION

0017-0000

Pupil File/Student Record - Cumulative (Mandated and Permitted) (Special Education and NonSpecial Education)

0017-0001

Pupil File/Student Record - Mandated (Special Education and NonSpecial Education)
Contains: Achievement Test scores, Attendance Record; Authorization of Release of Information; reading levels; date of birth; sex; classes attended; grades; citizenship status; grade level completed; High School Proficiency Test; Individual Student Improvement Form (ISIP); deficiency reports medical evaluation; Minimum Basic Skills Test; pupil transfer data; school health record; progress reports; copies of graduation certificates (elementary, middle, and high school levels and from county schools); guardians' or parents' names, address and telephone number; Student Profile; tardiness record; withdraw authorization; high school discharge cards; list of Disclosure and Transfer of Student Records; foreign exchange student records; and supporting documentation.

Permanent

Permanent

0017-0002

Pupil File/Student Record - Permitted (NonSpecial Education)
The permitted records are comprised of those record series which are not mandated by state and federal laws as being a mandated, permanent record.

2 yrs after graduation or termination from school system or age 20, whichever is longer

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

SCHEDULE NUMBER

PAGE NUMBER

M700106

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RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0017-0003

Pupil File/Student Record - Permitted (Special Education)
The permitted records are comprised of those record series which are not required by state and federal laws as being a mandated, permanent record.

Destroy

0018-0000

Residency Affidavits
Affidavit signed by an adult who provides full financial support for a minor, in place of the parent, in order for the minor to attend school in the local district if the parent is not a local resident.

Destroy

0019-0000

Student: Health
Daily Log - School Health Services
Nurse's daily account of health related activities.

2 yrs after graduation or termination from school system or age 23, whichever is longer

3 yrs after final entry

Destroy

0020-0000

Health Reports File - District, Local, County, State, and Federal (Copy) (Pre School, Elementary, Middle, and High School)
File contains but is not limited to the following: Annual Immunization Status Reports, Annual Report of Tuberculosis Testing in Schools, Annual Scoliosis Screening Report, Monthly Report of School Nurse, Report - Significant Tuberculosis Reactions, and Application for Licensure of School Strep Program (Chapter 166, PL 1975). Original is sent to the New Jersey Department of Health, and copies are sent to the local health department and to the office of the County Superintendent of Schools.

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

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RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0020-0001

Health Reports File - District, Local, County, State, and Federal (Copy) - Elementary School Transfers or Withdrawals

1 yr after transfer or withdraw from school system

Destroy

0020-0002

Health Reports File - District, Local, County, State, and Federal (Copy) - Middle School Transfers Out-of-District or Withdrawals

5 yrs after transfer or withdraw from school system

Destroy

0020-0003

Health Reports File - District, Local, County, State, and Federal (Copy) - High School Transfers, Withdrawals, or Graduates

5 yrs after withdraw, transfer, or graduation from school system

Destroy

0021-0000

Medical Waste File (Copy)
File maintained in accordance with rules and regulations promulgated by the New Jersey Departments of Environmental Protection and Energy, and Health. File contains but is not limited to the following: Regulated Medical Waste Generator Logs (Daily and Monthly); Registration and Fee Submittal form, Medical Waste Tracking form, Exception Report, Annual Generator Report, and Generator On-Site Report. Originals are maintained by the New Jersey Department of Environmental Protection and Energy.

60 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

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SCHEDULE NUMBER

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RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0022-0000

Student Health File (Elementary, Middle, and High School) (Original and Copies)
File contains but is not limited to the following: Student Unpreparedness For Physical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; dental examination and reports; Exclusion From School Notice - Parents, Physician, and School Nurses; Football Injury Warning; Health History and Appraisal Card; Immunizations reports and forms; statistical growth charts; Immunizations Administration Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption; Application for Special Transportation; Minor Illness; Injury Notification; health screenings; Notification of Injury While Participating in Athletics; Physician/Physical Therapist's Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report; X-Ray Films - Tuberculosis; School Immunization Record; parental notification and consent forms; physical examinations for hearing, vision, scoliosis, physical growth, tuberculosis, mantoux diptheria, tetanus, pertussis, pediculosis, head lice, polio, measles, mumps, rubella, athletic participation, pre-kindergarten examination; asthma care; monthly peak flow information; chicken pox; reyes syndrome; diabetes; provisional admittance; daily and primary medical record form; trip permission for medication administration; self-administration of inhaled medication; school medical exam notices; student program adjustment; substance abuse referral; medical seizure incident report; and modification of physical education program.

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

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RETAIN IN

RECORDS CENTER

DISPOSITION

0022-0001

Student Health File (Elementary, Middle, and High School) (Original)
This file is maintained with the Cumulative Pupil File (Permitted and Mandated).

5 yrs after graduation or termination from school system or age 23, whichever is longer

Destroy

0022-0002

Student Health File - Elementary School Transfers or Withdrawals (Copies)

1 yr after transfer or withdraw from school system

Destroy

0022-0003

Student Health File - Middle School Transfers Out-of-District or Withdrawals (Copies)

5 yrs after transfer or withdraw from school system

Destroy

0022-0004

Student Health File - High School Transfers, Withdrawals, or Graduates (Copies)

5 yrs after transfer, withdraw, or graduation from school system

Destroy

0022-0005

Student Health File - Infectious Disease Confidential File (Elementary, Middle, and High School)
A confidential file that contains student medical information pertaining to a student who has contracted an infectious disease.

5 yrs after graduation or termination from school system or age 23, whichever is longer

Destroy